



STATE OF WASHINGTON

STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives

PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES

June 3, 2009 – 1:30 pm

Archives Conference Room, Olympia

Members Present: Steve Ryser (Office of the State Auditor); Susan Pierini (Attorney General's Office); Regan Hesse (Office of Financial Management); Jerry Handfield (State Archivist)

Staff Present: Russell Wood (State Records Manager); Kerry Barbour (Digital Archivist); Michele Mallery (Records Management)

Records Officers/Guests: Barbara Benson (University of Washington); Christine Taylor (University of Washington); Lisa Homan Walker (Department of Labor & Industries); Andrea Watts (University of Washington); Anita Wieland (Office of Financial Management); Tammy Lee (Department of Labor & Industries); Linda Williamson (Department of Labor & Industries); Alicia Curry (Department of Labor & Industries); Karol Conly (Department of Labor & Industries); Sherree Christiansen Hempstead (Department of Revenue); Lynnea Hansen (Department of Revenue); Pauline Yale (Department of Financial Institutions); Kim Hors (Department of Financial Institutions); Mary Ann Johnson (Office of the State Treasurer); Tricia Mackin (Department of Personnel); Bernadette Ward (Military Department); Jim Kadimas (Military Department); Jamey Taylor (Department of Natural Resources); Gary Sigman (Tacoma Community College); Iyad Alaqrabawi (Tacoma Community College)

I. ROUTINE BUSINESS

A. Call to Order: Steve Ryser called the meeting to order at 1:33 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve March 4, 2009 Minutes: Ryser called for a motion to approve the May 6, 2009 minutes; moved by Hesse; seconded by Handfield

Resolution: Motion carried.

D. Adoption of Today's Agenda: Ryser called for a motion to approve today's agenda. Moved by Hesse; seconded by Pierini

II. OLD BUSINESS

A. 1. Tabled item from May 6, 2009 meeting

Department of Licensing Office 557 (Engineers Board)

The Department of Licensing provided the update request to the title and/or description.

Action: Motion to approve: Handfield; seconded by Hesse

Resolution: Motion carried

2. Tabled item from May 6, 2009 meeting

Eastern Washington University Office 557 (Records Management)

The Eastern Washington University Records Officer requested to withdraw this records series until they have time to revise the description.

3. Tabled item from May 6, 2009 meeting

Washington State Patrol Office 800 (District/Detachment)

The Washington State Patrol did not submit corrections to the "Fatality Case Files".

Action: Motion to table: Pierini; seconded by Handfield

Resolution: Motion carried

4. Tabled item from May 6, 2009 meeting

Department of Labor & Industries Office 220 (Risk Management and Internal Safety).

The Department of Labor & Industries added information to the remarks column to clarify the records series.

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried

B. Update on Requests to Discontinue Records Series

The State Records Manager provided an update on the status of backlogged discontinues. Currently, there is a backlog of 1289 discontinues. In the month of May, the Records Management Office received 129 newly submitted discontinues. The Washington State Archives signed and approved 29 discontinues. There have already been 8 discontinues submitted for the month of June. The Records Management Office met with the Department of Labor & Industries today and went through their backlog, leaving 85 left to review. The Records Management Office will be meeting with the Department of Transportation and the Department of Ecology over the next few weeks to review the backlog discontinues. Records Management plans on meeting with the agencies that have a backlog over the next several months to work through the backlog.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Central Washington University

Records Retention Schedule for Office 195.0501 (Parking Services), dated April 24, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried.

2. Western Washington University

Records Retention Schedule for Office 537 (Center for Service Learning), dated May 21, 2009

Action: Motion to table item #3 "Interaction with Director and Administration" to determine if these include budget requests, if so, the retention should be 6 years, not 5. Motion to approve items 1, 2 and 4: Hesse; seconded by Pierini

Resolution: Motion carried

3. University of Washington

Records Retention Schedule for Office 34/06/01 (Health Science Administration: Health Science AS &F: UW Creative), dated May 7, 2009

Action: Motion to approve: DeLeon; seconded by Hesse

Resolution: Motion carried

4. Washington State University

Records Retention Schedule for Office 0041 (WSU Extension), dated April 10, 2009

Action: Motion to table to clarify citation of CFR: Pierini; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 2970 (Registrar), dated April 16, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried.

Records Retention Schedule for Office 3040 (WSU Police Department), dated May 6, 2009

Action: Motion to approve: Hesse; seconded by Ryser

Resolution: Motion carried.

5. Department of Financial Institutions

Records Retention Schedule for Office 500 (Consumer Services Division), dated May 4, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried

6. Department of Labor & Industries

Records Retention Schedule for Office 450 (Specialty Compliance Services – Boiler Section), dated April 30, 2009

Action: Motion to approve: Hesse; seconded by Ryser

Resolution: Motion carried.

7. Department of Licensing

Records Retention Schedule for Office 440 (Prorate and Fuel Tax Services – IFTA Unit), no date on schedule.

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried.

8. Office of Financial Management

Records Retention Schedule for Office 600 (Information Services Division), dated April 16, 2009.

Action: Motion to approve: Hesse; seconded by Ryser

Resolution: Motion carried.

9. Military Department

Records Retention Schedule for Office 880 (Emergency Management Division/Response Section), dated April 1, 2009.

Action: Motion to table to clarify description of what types of emergencies are covered under the submitted records series "Emergency Operations Center Audio Recordings": Ryser; seconded by Hesse

Resolution: Motion carried.

10. Department of Revenue

Records Retention Schedule for Office 330 (Special Programs/Unclaimed Property), dated April 28, 2009.

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried.

Records Retention Schedule for Office 400 (Audit), dated April 23, 2009.

Action: Motion to approve: Handfield; seconded by Hesse

Resolution: Motion carried.

Records Retention Schedule for Office 840 (Taxpayer Services/Taxpayer Information & Education), dated May 4, 2009,

Action: Agency request to withdraw "Speakers Bureau Information" series to use the State General Records Retention Schedule GS 05007 "Training Files for General Public". Motion to approve "Ruling, Request & Correspondence – Tracking System": Hesse; seconded by Pierini

Resolution: Motion carried

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. Follow up on Budget items. There is a serious outflow of monies: \$4million in April and another \$0.5 million/\$275,000 last week that the state archives was notified of last week. The full impact has not yet been determined.
2. The State Archivist and the State Records Manager, along with Jeff Evan and Susan Thomson from the Attorney General's office, gave a presentation on "Why lawyers should sleep in the Archives" to a group at the Attorney General's office. This coincided with the National Archives reporting a theft of a hard drive. During the presentation, the State Archivist paraphrased from a records law dating back to 1909 that stated: "If you stole, altered, obliterated a public record, there would be a 5 year jail sentence". The State Archivist also mentioned this is the centennial of the records law.
3. Digital Archives underwent a major migration last week that was successful. There are now over 83 million records available on line. The audio recording search of house legislative hearings continues to astound people that they are able to search words in these digital formats. There will be an upgrade to the system shortly. The senate is now interested in putting some of their audio files on line. The State Archivist reminded Records Officers if they had audio files they would like to search with a key word search that is important to consider using the audio search.

V. NEXT MEETING

When: July 1, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: DeLeon seconded by Hesse

Resolution: Meeting adjourned 2:27 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Steve Ryser, Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on June 3, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Steve Ryser 7-1-09
Chair Signature Date